

# Application Tracker User Guide (PG)

---

## Contents

Document Information .....	2
Introduction .....	2
References .....	2
Data Definitions .....	2
QlikView User Guide .....	2
Working With the Tracker.....	3
Selection Boxes .....	3
Course .....	3
Entry.....	3
Overseas.....	4
Current Entry Dashboard .....	6
UF Summary.....	6
Applications.....	6
Offers .....	7
Responses .....	8
UF to Enrolment Summary .....	8
UF to Enrolment Headline Figures .....	8
UF to Enrolment Breakdown .....	9
No Enrolment Record Found .....	9
Reports.....	9
Applications, Offers and Responses.....	10
Applications.....	11
Offers .....	12
Responses .....	13
Applications by Country .....	13
Applications Summary Report .....	14
Applicant Details .....	15

## Document Information

Author Azam Mullick

Date 31 Aug 12 Revised 26 Oct 12; 22 Jan 2013; 8 Apr 2013; **13 May 2015**

This user guide is valid for version 1.4.0 of the Application Tracker which focuses on PG For UG and PGCE applications please see the Application Tracker (UG PGCE) User Guide

## Introduction

The Application Tracker allows a user to view details about the current state of applications to study at the University.

V1.0 of the Tracker is essentially the same as the previous version except PG applications have been moved out into a separate version and the notion of a UCAS application cycle has been removed and the focus is on the year of entry.

Data is current for the snapshot date shown in the top left of the worksheets. Comparisons to previous years are based on the same date 52 weeks ago. E.g. if the current snapshot date is 29 October 2012, comparative figures for 31 October 2011 and 1 November 2010 are shown and so figures will change from day to day as the data is refreshed (the refresh is scheduled daily at 11.00).

For any queries concerning the data, please contact [J.Bainbridge@brighton.ac.uk](mailto:J.Bainbridge@brighton.ac.uk)

For any problems with QlikView itself, please contact [servicedesk@brighton.ac.uk](mailto:servicedesk@brighton.ac.uk)

## References

### Data Definitions

Agreed data definitions and terms that the application tracker uses are defined in a document available at:

[Data Definitions](#)

### QlikView User Guide

A general introduction to using QlikView is available at:

[QlikView How To](#)

## Working With the Tracker

The Application Tracker has grown over the months with new worksheets being added, which offer differing levels of detail and analysis. It is suggested that for day to day monitoring of applications, the **Current Cycle Dashboard** is the main worksheet to focus on. The worksheets **Applications**, **Offers**, and **Responses** provide a deeper analysis if needed.

**UF to Enrolment Summary**, and **Applications by Country** provide extra information.

Task	Sheet(s) to Use
Overview of applications, offers and responses	Current Entry Dashboard
Have my UF holders enrolled?	UF to Enrolment Summary
How do applications, offers and responses compare to previous years?	Applications, Offers, Responses
Where do my students come from?	Applications by Country
Summary Reports	Application Summary Report
Individual Detail Reports	Applicant Details

## Selection Boxes

Unless otherwise stated the same selection boxes appear on the far left of each worksheet. They allow the user to filter the data at varying levels of detail. The selections have been changed since the previous version: the main difference is the appearance of 3 grey buttons towards the bottom left of the screen labelled **Course**, **Entry** and **Overseas**.

### Course

Clicking on the **Course** button brings up selections on **Level** [of study], **Mode of Attendance** and **Fee Status**.

Course Entry Overseas

Level

PGR PGT

Mode of Attendance

Full-time Part-time

Fee Status

Home/EU Overseas CMsle of Man

### Entry

Clicking on the **Entry** button brings up selections on **Entry System** and **Entry Month** and a filter to include **EMA** courses or not (the default is to include them). If they are included, then what this means is that someone who may be starting in (for example) July or August of 2015 (the tail end of the academic year **2014/15**) will be shown in the figures for the academic entry year of **2015/16**.

Course

Entry

Overseas

Entry System

Direct

UCAS

Entry Year

2014

2015

Entry Month

01	04	07	10
02	05	08	11
03	06	09	12

Summer Start (EMA)

No

Yes

## Overseas

Clicking on the **Overseas** button brings up selections on **UBIC Flag** and **Agent?** and **Deposit**, which indicates whether a deposit is required and if it is, whether it has been paid or not. The UBIC Flag allows you to filter on whether the application is from a student who has attended the University of Brighton International College (UBIC) or not. The **Agent?** Field allows you to filter on whether an application has been made via the international agent.

Course

Entry

Overseas

UBIC Flag

Non-UBIC

UBIC

Agent?

No

Yes

Deposit Paid?

Select Agent(s)

Deposit

Not Paid

Paid

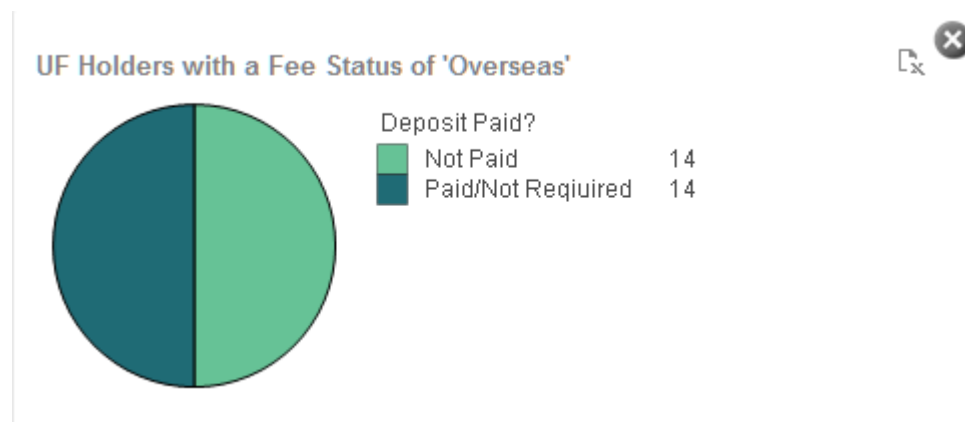
Not Required


The button **Select Agent(s)** opens up a larger selection window which makes it easier to select one or more agents. The number to the right of the agent's name indicates the number of applications associated with that agent.

Agent Name	
<input type="checkbox"/> ACADEMY POWERHOUSE UK LTD	1
<input type="checkbox"/> Al Mawred Education Services, Riffa	8
<input type="checkbox"/> Amber Education Services Ltd , Beijing China	1
<input type="checkbox"/> Amber Education Services Ltd, Beijing China	3
<input type="checkbox"/> Amber Education Services Ltd, Guangzhou China	3
<input type="checkbox"/> Amber Education Services Ltd, Hong Kong	77
<input type="checkbox"/> Amber Education Services Ltd, Shenzhen China	6
<input type="checkbox"/> ASA Global Education, Centrepont	1
<input type="checkbox"/> ASA Global Education, Pulau Tikus Plaza	6

To close this selection window, click on the  located to the top right of the pop-up window.

The button **Deposit Paid?** opens up a pop-up chart which shows the number of overseas UF holders and whether they have paid a deposit or not. Please note that this alters the view you currently have by setting **Fee status** to **Overseas**.



To close this window, click on the  located to the top right of the pop-up window.

Additionally, a box at the top left shows the **Current Selections**. The example below indicates that the user is looking at data for **undergraduate** students who have applied via **UCAS** to study at the **UoB**. This is the default view and can always be reached by clicking on the **Default** button shown below. The other three buttons underneath the **Current Selections** box allow you to clear all the selections, or navigate backwards and forwards through differing selections, similar to using the back and forward keys to navigate through pages on a web browser.

A box titled "Current Selections" with a minus sign in the top right corner. It contains three rows of filters, each with a dropdown arrow and a green dot indicating the selected value.

Level	UG
Institution	UoB
Entry System	UCAS

Below the filters are four buttons: "<<", ">>", "Clear All", and "Default".

The three buttons underneath the current selection box allow you to clear all the selections, or navigate backwards and forwards through differing selections, similar to using the back and forward keys to navigate through pages on a web browser.

## Current Entry Dashboard

This worksheet summarises applications received and processed for the current year of entry. The year of entry refers to the academic year starting in September e.g. 2013 refers to the academic year September 2013 to August 2014. The dashboard consists of three columns showing details for applications, offers, and responses to those offers.

### UF Summary

Across the top are some figures showing the number of UF holders depending on what criteria are selected:

Total UF to Date	443	UF holders to date consist of those who were UF pre-confirmation and those who were confirmed after exam results. Withdrawals are excluded from the count.	Pre-Confirmation	363
2015 vs 2014	48.2%		Confirmation	80
Based on 299 UF holders this time last year out of a total of 1446 UF holders.				

The total number of UF holders is broken down by those you were UF at stage 1 (pre-confirmation) and those who went to UF at stage 2 (confirmation).

### Applications

Applications received for the year of entry:

Applications to Date3385

2013 vs 20129.69%

Based on 3086 applications received this time last year out of a total of 7855 applications.

Status of Applications Made?

Applicant3190

Deferred99

Other2

UF Elsewh8

Withdrawn86

By Fee Status?

Home/EU1508

CI/Isle of5

Overseas1872

The number of applications received in for the current year of entry is shown. Applications from any point in the past that exist on the system are counted.

A percentage comparison shows how applications for this year of entry compare to the same point in time a year ago.

Two bar charts are displayed underneath, showing the number of applications broken down by (1) application status, and (2) fee status.

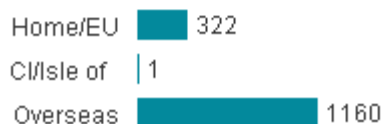
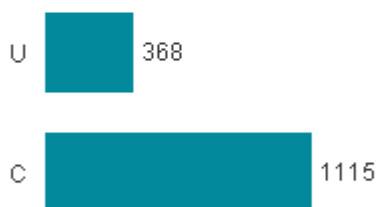
## Offers

Out of those applications received for the current year of entry:

Offers to Date	1483
Rejections	464
No Decisions	1438
	5.03%

Based on 1412 offers made this time last year out of a total of 4285 offers.

Offers Made



The number of offers made for the current year of entry is shown. As well as the number of offers made, the number of rejections and pending decisions are also shown. Note that the number of pending decisions may include applications that have been withdrawn. It is important to consider the status of applications alongside the number of pending decisions.

A percentage comparison shows how offers made compare to the same point in time a year ago.

Two bar charts are displayed underneath, showing the number of applications broken down by (1) application status, and (2) fee status.

## Responses

<p>Out of those offers made:</p> <p><b>Responses to Date</b> 497</p> <p><b>No Response</b> 923</p> <p><b>-8.64%</b></p> <p>Based on 544 responses made this time last year out of a total of 2571 responses.</p> <p><b>Responses to Offers</b> ?</p> <p>C Firm 312</p> <p>C Insuranc 2</p> <p>Decline 18</p> <p>U Firm 163</p> <p>U Insuranc 2</p> <p>?</p> <p>Home/EU 159</p> <p>CI/Isle of 1</p> <p>Overseas 337</p>	<p>The number of responses received to the offers made for the current year of entry is shown. As well as the number of current responses, the number of pending responses is also shown. Note that the number of pending responses may include applications that have been withdrawn. It is important to consider the status of applications alongside the number of pending responses.</p> <p>A percentage comparison shows how responses received in this cycle compare to the same point in time a year ago.</p> <p>Two bar charts are displayed underneath, showing the number of applications broken down by (1) application status, and (2) fee status.</p>
--	--

## UF to Enrolment Summary

This screen tracks and summarises the progress of UF holders to enrolment.

### UF to Enrolment Headline Figures

<b>Total UF to Date</b>	<b>900</b>	<b>Fully Enrolled</b>	<b>0</b>	<b>UF to Enrolled %</b>	<b>0.0%</b>
Of which 0 require paperwork (EP); 0 are intermitting.					

<b>Total UF to Date</b>	The total number of UF holders for this year of entry. Applicants who were UF but subsequently withdrew their application are excluded from this figure.
<b>Fully Enrolled</b>	The number of UF holders above who have enrolled in person. Enrolled is defined as enrolled (EE); enrolled but requiring paperwork (EP) and intermitting (I).
<b>UF to Enrolled %</b>	The ratio of UF holders to date to fully enrolled students (as defined above) shown as a percentage



## UF to Enrolment Breakdown

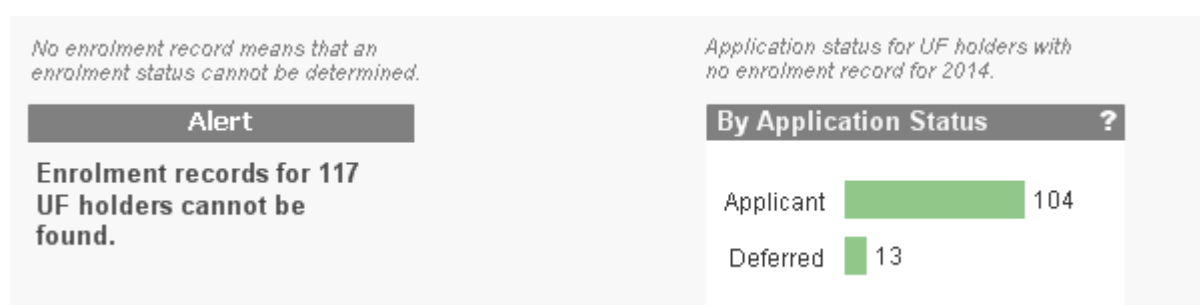
Below the headline figures; a more detailed breakdown of the enrolment status is given:

Enrolment Breakdown		Note that those flagged as Transferred Out enrolled on the course they applied for but subsequently transferred to another course. Click on the '?' for further info.			
How are UF holders doing?					
Not Enrolled	Enrolled Online	Fully Enrolled	Transferred Out	Withdrawn	Other Status
22	3	602	0	0	0

Enrolment Status	Description
Not Enrolled	Not yet enrolled online or in person.
Enrolled Online	Enrolled online, but have not enrolled in person.
Fully Enrolled	The number of UF holders above who have enrolled in person. Enrolled is defined as enrolled (EE); enrolled but requiring paperwork (EP) and intermitting (I).
Transferred Out	Enrolled on the course they applied for but subsequently transferred to another course. They are shown against their original course prior to transfer.
Withdrawn	Enrolled, but subsequently withdrew from the university.
Other Status	Any other status not listed above: e.g. did not attend; excluded.

## No Enrolment Record Found

The enrolment status can only be derived if an enrolment record can be found. In some cases no enrolment record can be found, and therefore an enrolment status cannot be defined. The figure for this is shown along with a graph showing the numbers per application status.



## Reports

Three reports are provided. The first is a crosstab showing enrolment status by school, or by course within school; the second is a simple list report showing those students with an enrolment record and the status of that record. The third report shows those students where no enrolment record can be found. All reports can be exported to Excel if required.

On the report that lists students by application status (**UF Holders With Enrolment Records**), you may filter on **Enrolment Status**, to obtain, for example, a list of those who have enrolled online, but not in person.

Click here to reveal the drop down selection menu

se	Application Status	Student ID	Surname	Entry Year	Entry Month	Enrolment Status
003	Applicant	14807966	ABDIRAHMAN	2014		Enrolled
007	Applicant	12814236	ADAMOU	2014		Not Enrolled
004	Applicant	14817320	AGUIAR	2014		Enrolled-Online
016	Applicant	14821159	AGYEMANG	2014		Not Enrolled

Note that any EMA UF holders are highlighted in yellow. The actual year of entry is shown for reference:

UF Holders With Enrolment Records		UF Holders With no Enrolment Records					XL ?
Application Status	Student ID	Surname	Pre-Sessional Lang	Entry Year	Entry Month	Enrolment Status	
cant	15803158	MURAMATSU	Yes	2014	06	Not Enrolled	
cant	15823546	RIANTRAKUL	Yes	2014	06	Not Enrolled	
cant	15834895	TSAI	Yes	2014	06	Not Enrolled	
cant	15837035	CHAREONSUPIPAT	Yes	2014	06	Not Enrolled	

## Applications, Offers and Responses

After the dashboard worksheet detailed above, there are three worksheets labelled 'Applications', 'Offers' and 'Responses'. Each worksheet is an extension of the information detailed above in the dashboard and each one has a similar layout and design.

To the left are the headline figures for the year to date. Immediately below those figures are percentage comparisons showing how applications for the current year of entry compare to the same point in time a year ago and the same point in time two years ago.

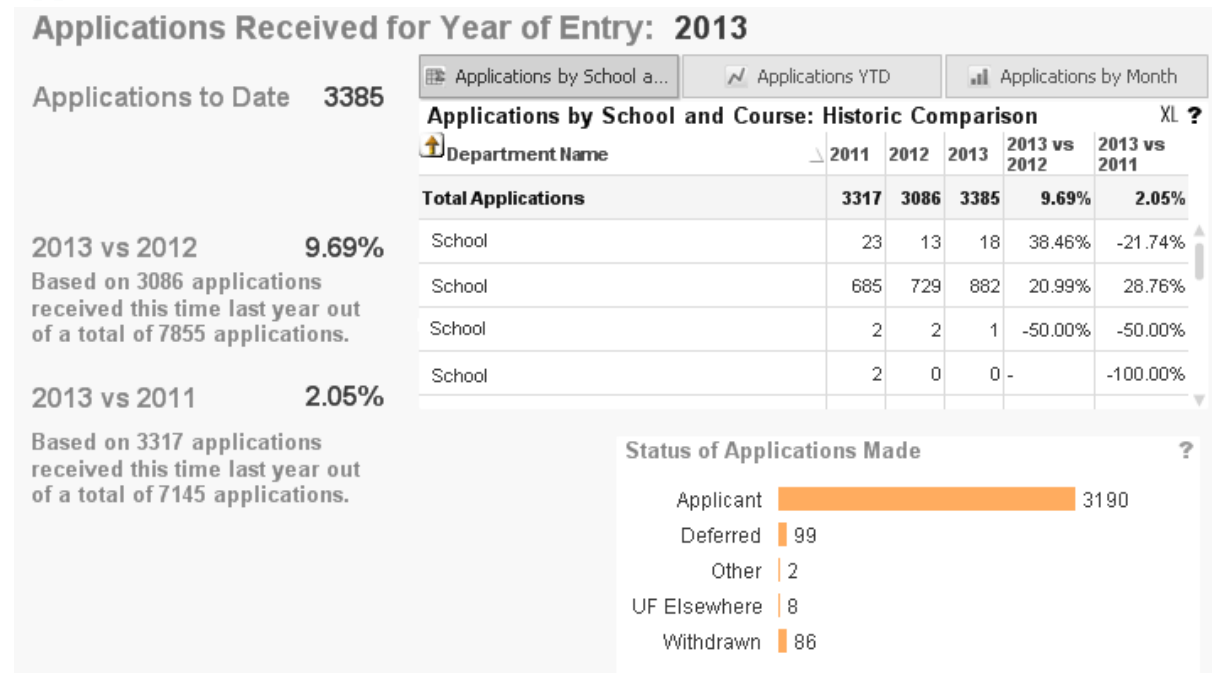
The bottom half of the screen consists of breakdowns by different categories: (1) fee status; (2) age group, and (3) gender.

In the top right of the screen the user can view tabular data for this year of entry and the previous two entry years. Figures are shown at the school level, but you can drill down to course level, by selecting a particular school. The table can be exported to Excel for off-line use. As well as tabular

data, 2 graphs are available: one shows the aggregated numbers per month (**Applications YTD**); the other shows the un-aggregated numbers per month (**Applications per Month**). Both these graphs show progress and figures for the previous 12 months.

Some key points on each of the three sheets above are noted below. *Note that the school names have been removed just for the purpose of this guide.*

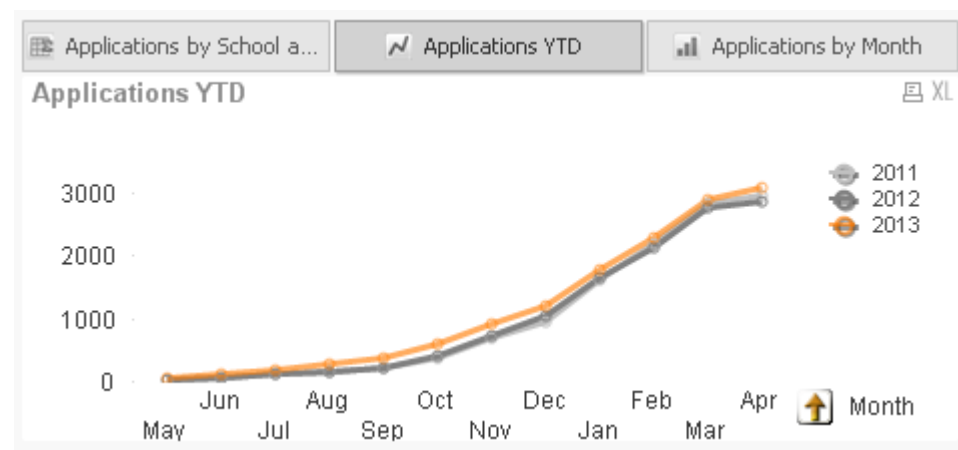
## Applications



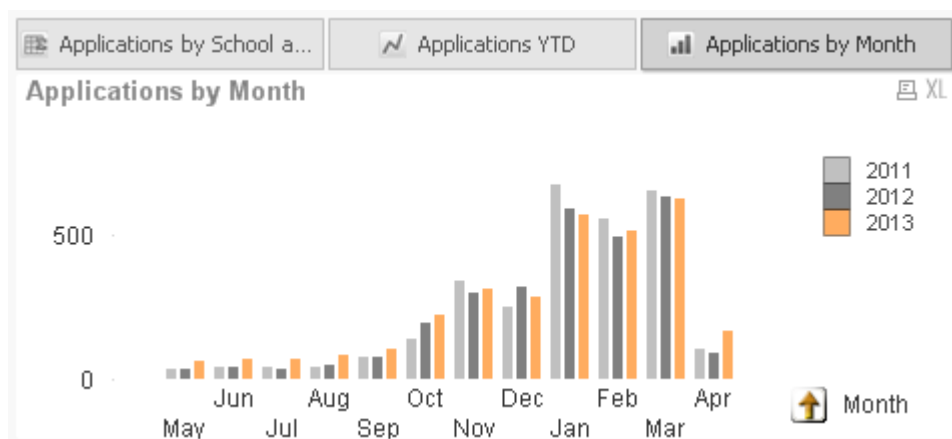
Key figures shown are the number of applications received to date for this year of entry.

Numbers of applications are shown broken down by status.

Clicking on **Applications YTD** shows the aggregated number of applications received on a month by month basis through the previous 12 months. That is if the current month is February, then figures are shown for the previous 2 months to January; if the current month is April then figures are shown for the previous 12 months going back to May.

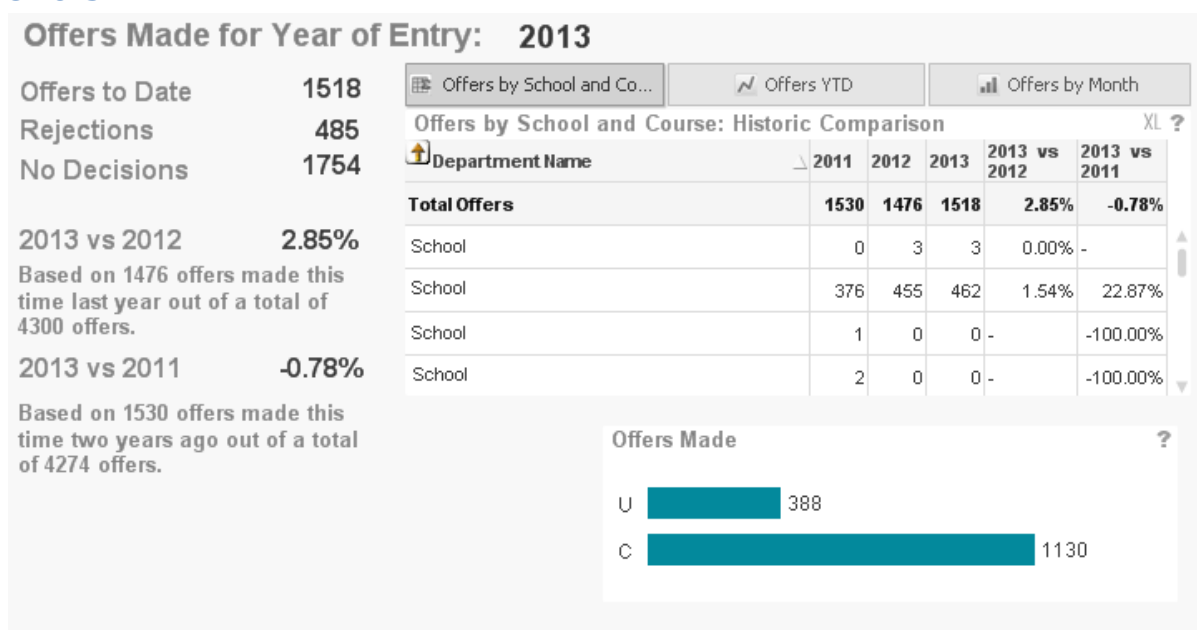


Clicking on **Applications by Month** shows the un-aggregated numbers of application received on a month by month basis through the previous 12 months.



It should be noted that as these graphs only show progress and figures over the previous 12 months, they will not include some applications that were received more than 12 months ago for a particular year of entry. For example, looking at the above graph an application for 2013, received in January 2012 would not be counted on the graph, but is included on the total **Applications to Date** figure displayed to the left.

## Offers

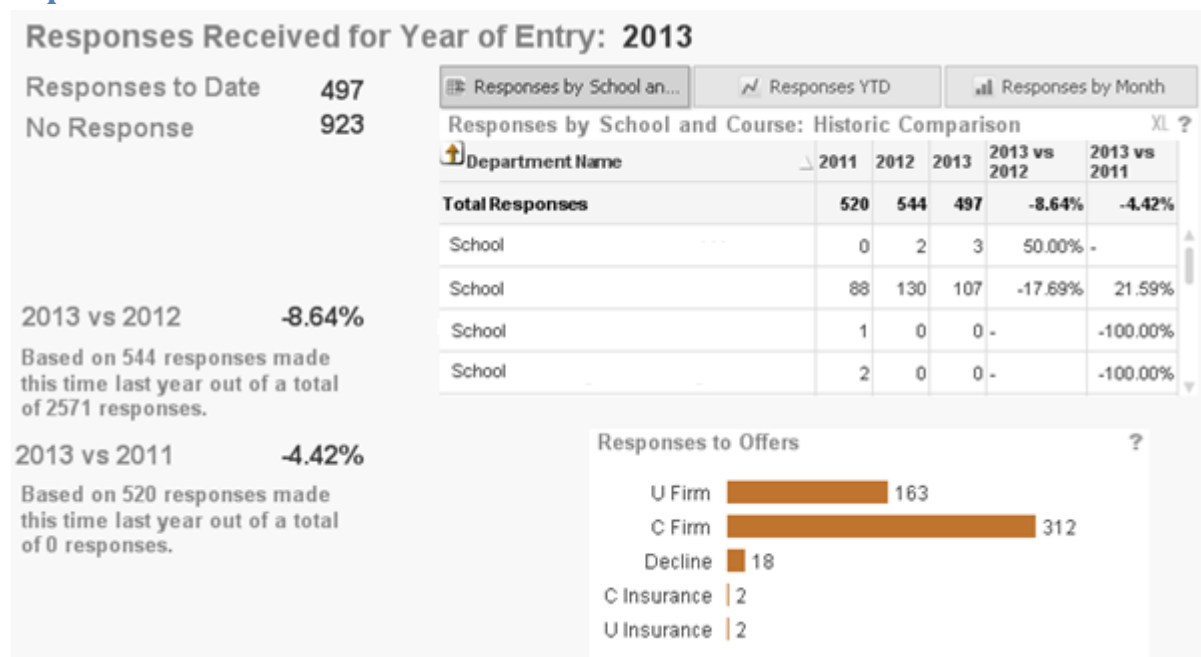


Key figures shown are the number of offers made for the current year of entry; the number of rejections and the number of no decisions. Again it is important to consider the application status when reviewing the number of applications where no decision has been made, as some of those applications may be withdrawn.

The number of offers made is shown broken down by the type of offer.

There are two graphs showing **Offers YTD** and **Offers by Month**. The same caveat stated above applies.

## Reponses



Key figures shown are the number of responses received for the current year of entry. The number of responses received is shown broken down by the response type.

Again, there are two graphs showing **Responses YTD** and **Responses by Month**. The same caveat stated above applies.

## Applications by Country

This worksheet shows location based data for all applicants. Data for the current year of entry is shown as a scatter plot overlaid on a map of the world. The size of the bubble is proportional to the number of applicants from the area. Clicking on a bubble or one of the country names drills down to the next level of detail, but only for UK based applicants, and shows the number applicants by ward in that area e.g. if the area is BN (Brighton) then clicking on BN will show numbers for BN1, BN2, BN3 etc. For other, non-UK based applicants, selecting a country just filters the data by that country. It is not possible to drill down to a lower level of detail.

It is possible to search for a country using the search function located just to the top right of the screen.

**Search Country**  
Q \*Aus\*

**Country Area**  
OS UK EU

Country: (2)  
Australia  
Austria

In addition, a **Country Area** indicator is defined, which groups the countries into 3 broad areas: UK; EU and OS. They are mutually exclusive, so you may wish to select UK *and* EU, or EU *and* OS depending on your requirements. Please also bear in mind that the country area is not the same as **Fee Status** i.e. a UK domiciled applicant can have an OS fee status, or an OS domiciled applicant can have a Home /EU Fee status.

Country Area

UK
EU
OS

The default view on this page is the **Map View**. To view tabular data click on the **Table Data** button.

Map View
Table Data

Country

Country Area
UK
EU
OS

Applications to Date
3493

2015 vs 2014
-5.5%

Based on 3697 applications received this time last year out of a total of 5490 applications.

2015 vs 2013
-2.7%

Based on 3589 applications received this time last year out of a total of 5632 applications.

Applications per Area

Country	Applications	% of Total	2015 vs 2014	2015 vs 2013
<b>Total Applications</b>	<b>3493</b>		<b>-5.52%</b>	<b>-2.67%</b>
United Kingdom	735	21.11%	-15.03%	-19.14%
China	478	13.73%	-7.54%	7.90%
Saudi Arabia	301	8.65%	9.85%	23.36%
Taiwan, Province of China	197	5.66%	-5.74%	-27.84%
Nigeria	120	3.45%	-20.00%	-15.49%
-	113	3.25%	5.61%	14.14%
India	104	2.99%	10.64%	-7.96%

A table above the graph shows numbers of applications per area and comparisons applications received this time last year and this time two years ago.

As before applications are those received for the current year of entry.

## Applications Summary Report

This screen allows you to generate summary reports (tables of data for export to Excel). Once you click on the button labelled **Report Options**, as instructed, the pop-up window shown below is displayed. As a minimum you must select one of values from **Attributes** and one from **Count By**.

You may select more than one field in each step.

1. Select the attributes you wish to view

2. Select which measures you wish to count. Note that the 'Enrolled' count is as at 01/12 of each academic year, not as at today's date.

3. Select whether you wish to view historic data (optional)

**Attributes**
☐ Department Name
☐ Gender
☐ Course Title
☐ UBIC Flag
☐ Course Code
☐ Highest Qualificat...
☐ Fee Status
☐ Agent Name
☐ Mode of Attendance
☐ Deposit

**Count By**
☐ Applications
☐ Offers
☐ Rejections
☐ UF (Pre-confirmation)
☐ CF (Pre-confirmation)
☐ UF (Confirmation)
☐ Pending CF
☐ Enrolled

**Historic Data**
☐ Show YTD-1
☐ Show YTD-2

Reset Selections
Hide this Menu

Attributes are the fields that you want to group the data by. So, to see numbers of applications for students by **Course Title** and **Student Type**, you would make the following selections:

**Attributes**
☐ Department Name
 ☒ Course Title
 ☐ Course Code
 ☒ Fee Status
 ☐ Mode of Attendance
 ☐ Gender
 ☐ UBIC Flag
 ☐ Highest Qualificat...
 ☐ Agent Name
 ☐ Deposit

**Count By**
☒ Applications
 ☐ Offers
 ☐ Rejections
 ☐ UF (Pre-confirmation)
 ☐ CF (Pre-confirmation)
 ☐ UF (Confirmation)
 ☐ Pending CF
 ☐ Enrolled

**Historic Data**
☐ Show YTD-1
 ☐ Show YTD-2

[Reset Selections](#)
[Hide this Menu](#)

MA TESOL (1 YEAR)	Overseas	38
MA TESOL (2 YEAR)	Home/EU	1
MSC BY LEARNING OBJECTIVES	Home/EU	1
MA HOSPITALITY MANAGEME...	Home/EU	1
MA HOSPITALITY MANAGEME...	Overseas	1
MSC CLINICAL STUDIES AND ...	Overseas	1
MA EDUCATION INSET (PT)	Home/EU	2
MSC PUBLIC HEALTH	Home/EU	2
MBA GENERAL MANAGEMENT	Home/EU	6
MBA GENFRAI MANAGEMENT	Overseas	41

You can select as many **Count By** fields as you wish. Optionally you can add data from last year, and data from two years ago for comparison, by selecting from **the Historic Data** options.

Click on [Reset Selections](#) to start again; [Hide this Menu](#) to view the report output.

Two versions of the report are generated: the 1<sup>st</sup> gives YTD comparisons for historic data, the 2<sup>nd</sup> gives end of year figures for historic data.

## Applicant Details

This worksheet simply shows a tabular listing of applicants. This listing will grow and shrink, depending on what other selections have been made. The main purpose of this listing is to allow the user to export some basic details to Excel. For example, in order to review the applicants to a course where no decision has been made.

The listing shows applicant details for applicants who have applied for the current year of entry.

Note that any EMA applicants are highlighted in yellow. The actual year of entry is shown for reference:

Entry 2015				
rt	Application Status	Student Id	Surname	Forename
isin...	Applicant	14836316	ALBALAWI	RAYAN
isin...	Applicant	14833089	ALMUTAIRI	MESHAL
isin...	Applicant	15839478	ANANTATHANAMIT	SUPHIRIYA
isin...	Applicant	15837035	CHAREONSUPIPAT	YADA